

Department of

Small Business and Disabled Veteran Business Enterprise Participation

Plan of Improvement for Fiscal Year

Prepared By:

Per Executive Order S-02-06, state agencies, departments, boards and commissions that have not achieved the small business participation goal and/or the DVBE three percent contract goal as established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.60 et seq. and additional legislative directives. Executive Order D-43-01 and Government Code (GC) 14836, must submit Implementation and Corrective Action Plan(s) to the Department of General Services (DGS). The DGS will share these plans with the California Small Business Advocate and CalVet DVBE Advocate. Together they will explore ways, including Memorandums of Understanding, to work with departments to improve performance. The plans will be published on DGS' website along with the Consolidated Annual Report each year.

Submitting a Plan of Improvement for each of the goals that has not been met is mandatory; however, using the template below is a resource to help assist in drafting one.

I. Reportable Contracts for FY (as reported to DGS)

FY	Total Number of Contracts	Total Contract Amount	Total SB Participation Percentage (%)	Total DVBE Participation Percentage (%)
Reportable Contracts				

Other Contracts for FY

FY	Total Number of Contracts	Total Contract Dollars Spent (Current FY)
Multi-year Contracts (list the year and how much the department spent for this FY).		
Statutorily Exempt PCC§ 10335.5; Rev & Tax Code § 2211; GC § 4525; PCC § 10371 et. al, and others listed in SCM I		
DGS Mandatory Contracts		
DGS Leveraged Procurements, MSA, CMAS, WSCA/NASPO and LPAs		

Non-Reportable Contracts for FY

Contracts or agreements with the federal government, any other state government, federal grants, the Prison Industry Authority, Interagency Agreements, Joint Powers Agreements, contracts or agreements with the California State University or the University of California or any of their respective campuses, concession contracts, revenue/reimbursement contracts, or contracts or agreements with any county, city, city and county, school or special district (commonly referred to as local agencies). Do not include loans, local assistance/subvention agreements, or court-ordered settlements or cost.

FY	Total Number of Contracts	Total Contract Amount
Non-Reportable Contracts		

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II. Explain why your SB and/or DVBE participation goal was not achieved.

a. Identify specific large or specialty contracts where you were unable to locate SB and/or DVBEs, either as contractor or subcontractor. A table may be helpful to show the impact of this contract(s) on your level of participation for the entire year.

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*Please refer to State Agency Recognition Award Best Practices document at:
www.documents.dgs.ca.gov/pd/events/BestPractices.pdf to assist you with your responses to the remaining questions outlined below:*

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III. Plan to improve contracting opportunities for SBs and/or DVBEs (if your report covers more than one department/office, please include a specific response for each of the entities covered)

a. Policy

- i. Does your department have a SB/DVBE First Policy for contracting with SB/DVBEs? If yes, how long has this policy been in place?

If no, please indicate when and how the department plans to implement such a policy.

NOTE: Best Practice—SB/DVBE First Policy, has proven to be an effective tool for many state departments in achieving their participation goals.

b. Contracting Practices

- i. How does your department monitor its SB and DVBE participation goals during the course of the fiscal year? Please explain. Are there any plans to improve this process?

- ii. Does your department use a SB or DVBE Option for purchases under \$250,000 or up to \$291,000 for Public Works? If so, please explain how the option is utilized.

If no, please indicate how and when the department plans to implement this requirement.

iii. How does your department solicit and/or search for SBs and DVBEs? Please explain. Are there any plans to improve this process?

If your department does not solicit and/or search for SBs and DVBEs, please explain how and when the department plans to do so.

iv. Does your department require bid proposals to target the SB/DVBE communities? Please explain. If not, please explain when and how the department plans to implement this requirement.

c. Outreach, Advocacy and Training

i. What avenues has your department used to reach out to the SB/DVBE community and how does it plan to improve?

If there are none, how does the department plan to do so?

ii. What training or communication is provided to the department's buyers regarding how to contract with the SB/DVBE community? Please list below.

If not, how does the department plan to educate its buyers?

iii. Does the department have a SB/DVBE Advocate? If yes, please provide name and their contact information (phone number and email address):

If no, please enter the date the department plans to appoint a SB/DVBE Advocate. Please be sure to link their contact information to the department's website.

iv. Does the department list the SB/DVBE Advocate and their contact information at least two clicks from the home page on the department's website? If so, please provide the link to where the advocate's information is listed.

If no, please enter the date the department plans to do so.

v. Does the department's SB/DVBE Advocate actively participate in the quarterly SB/DVBE Advocate workshops hosted by DGS and CalVet?

If not, please indicate when he/she will begin attending.

vi. Does your department subscribe/solicit to trade organizations or network groups for specialized services? If so, please list the entities.

If not, please indicate when and how the department plans to do so.

vii. What products and services present the greatest challenge in locating qualified SB/DVBE suppliers? How does the department plan to improve this process?

viii. Does your department participate in local or statewide outreach events in collaboration with DGS, when possible? If so, how many outreach events does the department attend each fiscal year.

If not, please indicate when and how the department plans to do so.

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IV. Next Steps (if your report covers more than one department/office, please include a specific response for each of the entities covered)

Indicate how your department plans to improve its SB participation goal within the next quarter and what best practices, if any, it plans to put into action. Additionally, please list any obstacles your department may foresee.

Indicate how your department plans to improve its DVBE participation goal within the next quarter and what best practices, if any, it plans to implement. Additionally, please list any obstacles your department may foresee.

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V. Other comments/challenges

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VI. Contact Information

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Please send your Plan(s) of Improvement to:

Department of General Services, Procurement Division
Office of Small Business & DVBE Services (OSDS)
ATTN: Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1, MS 210
West Sacramento, CA 95605
Email at: OSDSReports@dgs.ca.gov (preferred)